

Minutes of the Combined Health and Human Services Board and Committee Meeting

Thursday, September 29, 2005

Chair Stamsta called the meeting to order at 1:00 p.m.

Committee Members Present: Supervisors Duane Stamsta (Chair) Andy Kallin, Barbara Roncke, Rob Hutton and Bill Kramer. **Absent:** Sandy Wolff and Jim Jeskewitz.

Board Members Present: Citizen Members Dennis Farrell (Chair), JoAnn Weidmann, Mike O'Brien, Dick Wutt, and Supervisors Duane Stamsta, Vera Stroud and Barbara Roncke. **Absent:** Dr. John Guy, Duane Paulson and April Medina.

Also Present: Director of Veterans Service John Margowski, Director of Senior Services Cathy Bellovary, Projects and Programs Analyst Barbara Woyak, Collaborating Council Criminal Justice Coordinator Shelly Cyrulik, Legislative Policy Advisor Dave Krahn, Clinical Services Manager Mike DeMares, Health and Human Services Director Peter Schuler, and Budget Analyst Andy Thelke.

Committee Agenda Items

Approve Minutes of 9-8-05

MOTION: Hutton moved, seconded by Kramer to approve the minutes of September 8, 2005. Motion carried 5-0.

Announcements

Dave Krahn distributed a chart on 2005 State Legislation as it related to Health and Human Services. He briefly went over the items on the chart. He did say that AB 296 is ready for the Governor's signature.

Kallin reported that they now have about 11 drop off points for Christmas gifts for the children of Harris County where Hurricane Katrina caused major damage. He stated that all food stuffs collected went to the Food Pantry in Racine County.

Executive Committee Report

The resolution was approved to appoint Tom Hefty as interim County Executive. The remainder of the meeting involved discussion on capital projects. The final approval on the capital projects will be covered at the next Executive Committee meeting.

Meeting Approvals

All committee members are invited to attend the budget meetings in October and their attendance is approved.

Committee Agenda Items

Discuss and Consider 2006 Operating Budget for the Department of Veterans Services

John Margowski, Director of Veterans Services presented the 2006 Operating budget. He began his presentation by reading the mission statement of the department and then covering the

financial summary. Under revenues the \$13,000 in general government revenue is a State grant that continues to be budgeted and paid at the same level since 1998. He proceeded by reviewing the strategic objectives. The biggest change in their area is the decrease of state claims and applications and related dollars to Waukesha County veterans as a result of lower loan and grant activities. However, the state program has increased funding for education but that is handled by the UW system. Margowski then proceeded by reviewing the department's strategic achievements followed by going over the budget for the Information Assistance Program. The major expenditure in this budget is for grave markers and flags which are budgeted at \$16,700 and \$4,500 for indigent veteran burials and related headstone placement costs.

Under the Veterans Services Commission program, Margowski reviewed the program description, expenditures, revenues and tax levy. There is no revenue for this program. To eliminate the need for future additional meetings on each case, the Commissioners approve the granting of assistance for up to three (3) times. The Director of the Veterans' Service Aide review each case after the grant of initial assistance to determine what, if any, assistance will be provided for the last two (2) grants. When asked to explain our expenditure on grave markers and flags, Margowski stated that this has been the policy as set forth by the ex-County Executive – that all veterans grave be marked.

MOTION: Kramer made a motion seconded by Kallin to approve the 2006 Veterans Services Department Budget as reviewed. Motion carried 5-0.

Board Agenda Items

Health Council Award

There were four members of the Health Council at the meeting. They were Pat Kasmarek from Community Memorial Hospital, Martha Stanley from Aurora Health Center, Herb Rosenberger from Waukesha Pro Health and Bob Speer from Covenant. They were presented with a plaque and certificates to recognize their contribution as partners working together to improve the health of the residents of Waukesha County. Through their combined efforts they produce the Waukesha County Health Report Card, the August 2005 version was passed out today. The information in this report card is compiled through statistics from a number of agencies.

Approve Minutes of 7-20-05 and 7-21-05

MOTION: Wutt made a motion seconded by Stroud to approve the minutes from the July 20, 2005 and the July 21, 2005 Health and Human Services Board Minutes. Motion carried 7-0.

Correspondence

Members of the Board and the Committee received a letter from Dr. Healy-Haney inviting them to attend the mass clinic exercise at the Expo Arena on Friday, November 4th at 12:30 p.m.

Advisory Committee Reports

Farrell announced that some Advisory Committees have begun to work on developing the needs list for the 2007 budget.

Meeting Approvals

MOTION: Stroud made a motion, seconded by Wutt to approve the attendance of board members to the Mass Clinic Exercise on November 4, 2005. Motion carried 7-0.

MOTION: Kramer made a motion, seconded by Kallin to approve the attendance of committee members to the Mass Clinic Exercise on November 4, 2005. Motion carried 5-0.

MOTION: Wutt made a motion seconded by O'Brien to approve Dennis Farrell's attendance at a training sponsored by the State Department of Child and Family Services for volunteers to review child welfare and protection cases in the State. Motion carried 7-0. If anyone is interested in volunteering to review cases can contact Dennis Farrell.

Future Agenda Items

The Board would like to have Environmental Health attend a future meeting and give an update regarding their portion of the 140 Review. It was also suggested that the board tour the new clubhouse.

Committee Agenda Items

2006 Amendment to Waukesha County Aging Unit Plan

Cathy Bellovary, Director for the Department of Senior Services presented the 2006 Amendment to the Aging Unit Plan for Older People. A Public Hearing was held on August 25th and no changes were made to the plan following this hearing. This document comes from the State – it is not ours. The objective areas added to the plan included an online resource directory. We will have our information online for next year. We will also be using the SAMS program to get very accurate and timely reports. Following the objectives were the budget pages (this is federal money which passes through the state and we get a very small amount). There was very little change in the preliminary allocation for 2006 compared to current 2005. In the section "Title III-B (Supportive Service Budget) the change is \$700. The only change you'll see is under the "Other Local Budget" column for Administration – the number was \$95,000 and we identified \$55,000 and put below into other appropriate areas, e.g. case management. In the Congregate Meals Budget there is a decrease in the preliminary allocation compared to 2005. In the Home Delivered Meals Budget there was a slight increase. In Disease Prevention there was a \$300 decrease – this is contracted to St. Joe's Medical and Dental Clinic. The Family Caregiver Program increased by about \$3,700. There were two new categories that we were required to put money into – in the past it came under public information and that is Information/Assistance and Outreach. There is one error on the summary budget page and that is the total in the first column should be \$1,041,415 and not \$965,878.

MOTION: Roncke made a motion seconded by Kramer to approve the amendment. The motion carried 5-0.

Bellovary announced that the Senior Lifestyles Conference is scheduled for October 24, 2005 and that it is filling up quickly so if you want to attend get your registration in immediately.

Ordinance 160-O-055: Authorize the Department of Health and Human Services Criminal Justice Collaborating Council to Accept the Federal Department of Justice Fiscal Year 2005 Drug Court Discretionary Grant

Shelly Cyrulik, the Criminal Justice Collaborating Council Coordinator reported that Waukesha County applied for and was granted a \$450,000 multi-year grant to develop a program to reduce OWI recidivism. This ordinance authorizes the CJCC to accept the Drug Court Grant from the Federal Department of Justice for the purposes of developing a substance abuse treatment court. The Drug Court will focus on 3rd OWI offenders with the goal of reducing recidivism. Although

we did not receive notification until September, the period began in July. The grant period extends 36 months from July 1, 2005 until June 30, 2008. Because of the delays in notification and the start up time written in to the timeline, the program may not be operational until the beginning of 2006. Cyrulik indicated they will hire an agency to provide two staff through the RFP process. This process cannot begin until the County Board approves the receipt of the grant funds. She indicated that approximately 75 offenders are expected to be enrolled per year with a projected average ongoing daily caseload of 50 participants. Funds will also be used for required specialty training as well as attendance at an annual conference for the two contracted staff.

MOTION: Kallin made a motion seconded by Kramer to approve the Ordinance. Motion carried 4-1 with Hutton disapproving.

Review CJCC 2005 Budget Modifications for Justice Drug Court Discretionary Grant

The Criminal Justice Collaborating Council 2005 Budget will be modified by increasing General Government revenues by \$19,200 and by increasing Operating Expenses by the same amount to cover the estimated 2005 costs associated with purchasing contracted alcohol treatment court coordinator, client case management, client monitoring and evaluation services.

Update Survey Visit Results and Responses

This topic covered the recent state survey of the Mental Health Center. The State Board considers the Joint Conference Committee to be the hospital board. The Committee is very important in its deliberations for the future of the hospital and the minutes of these meetings will be very important in future surveys. We should have the final results sometime next week. We delivered a report to the state and federal reviewers who showed up at the hospital unannounced for a review about a month ago. The team consisted of an architect and two nurses. The architect looks at the building and the nurses look at all programs of care, food delivery, infection control, etc. We have always passed these reviews before but this time they found a couple of discrepancies. One area was the building itself, which required structural work to bring it up to code. Facilities did bring the documents from the state saying that all was approved in the building process. We were given 45 days for the repairs, which have been done. The original contractor and subcontractors did not finish sealing some of the firewalls completely and over the years the codes have changed. This was repaired with extra drywall and caulk. All electrical outlets had to be marked on the outside so that firemen know where the power source is, two storage rooms had to have air vents installed and the overhang over the drive had to be installed with a dry sprinkling system.

The second area that needed to be improved was the dietary area. We had an arrangement with the jail to bring our meals in to be re-heated in our kitchen. We were told that we must have a full-time employee as a Food Service Director. We did hire someone for this position and she starts on Monday. She will be responsible for overseeing how meals are cooked in the jail, what's on the menu, how meals are delivered to the patients and to make sure the meals are served hot enough as well as portion control. We also need a back-up dietician which we have through an MOU with Senior Services to have their dietician act as our back-up. We also have to track every antibiotic patients receive at the Mental Health Center to make sure our infection control staff can map which client is taking what medication and what they are taking it for. This is a new rule that all hospitals have to abide by.

Lastly, in the event of a death, a formal medical staffing with our physicians is required which then must be reviewed by the hospital board. Everything must be documented and studied to improve security and safety. New security procedures have been instituted. We have purchased two metal detector wands to check every new client prior to admission. Patients will also be asked to remove all clothing and wear a hospital gown while all clothing is searched. We are also changing our visiting policy and ordering lockers for visitors to store their coats, purses, etc. and we will be searching anything they give a patient. The licensors should be back next week for another inspection.

Announcements

Schuler went over the document entitled "Announcements" that we handed out prior to the start of the meeting. All members were invited to attend the October 14th presentation to the Public Health Division of a check for \$4,775 from the Managed Health Maintenance Organization for their excellence in providing health check exams to local low income Medicaid eligible families with young children.

The Milwaukee/Waukesha Consortium has been selected by NACCHO to be a round three regional pilot site for Project Public Health Ready.

The Health and Human Services Department will be receiving the 2005 "In Search of Excellence" award sponsored by the Wisconsin Family Based Services Association.

Waukesha County has been selected as one of six across the county as a Vanguard Center for the National Children's Study. The University of Wisconsin Madison and the Medical College of Wisconsin will be participating.

Adjournment

MOTION: Kramer made a motion seconded by Kallin to adjourn the meeting of the Health and Human Services Committee. The motion carried 5-0.

MOTION: Weidmann made a motion seconded by O'Brien to adjourn the meeting of the Health and Human Services Board. The motion carried 7-0.

The meeting adjourned at 4:05 p.m.

Minutes recorded by Kathy Leach.

Respectfully submitted,

Andrew J. Kallin
Secretary